



Sanitation Specialist Job Description

Title: Sanitation Specialist

Reports to: General Manager

Pay type: Hourly

Pay range: \$15-\$20 per hour

Schedule: 20 - 30 hours per week

Job Summary:

The Sanitation Specialist will be responsible for facility maintenance for all areas of the facility.

The Sanitation Specialist has daily contact with members, staff, prospects or other personnel and therefore is a key player. The Sanitation Specialist provides support, and is accountable for delivering on our commitments to our members. A Sanitation Specialist will have a basic understanding of construction. They will be well-versed in all maintenance processes and health and safety regulations. The Sanitation Specialist responds to ADAPT's service needs and is instrumental in helping ADAPT's goal to ensure the facilities are well-cared for and adequate to support the organization's operations.

Meeting Schedule:

- Team meeting - Monthly
- Check-in with Manager - Monthly
- Detail Team meeting - Monthly

Major tasks and responsibilities:

1. Assure the facility is maintained in a clean, sanitary and safe condition.
2. Complete monthly inventory procedures

3. On a daily basis, clean and inspect offices, bathrooms, floors, stairways, and common areas. Empty trash containers.
4. On a regular basis, or as requested clean air vents, wax and buff floors, clean/replace lights, wash windows, unclog toilets and sinks and replace user-accessible parts, maintains grounds, common areas, and amenities to keep clean, operational, and safe for all. Perform basic repair and maintenance services.
5. Helps in preparing vacant rooms for new partnerships, which may include: painting, carpet repairs, cleaning, general repairs, housekeeping duties, and any necessary duties to provide a clean space.
6. Reports any maintenance concerns on the building, and common areas, to their manager.
7. Attends and participates in training programs as required by management
8. Delivers superior customer service and represents the company in a professional manner at all times.
9. Maintains and safeguards all company tools and equipment
10. Perform any other related duties as required or assigned.

Compensation package

- +1 full access Membership. (\$400 value)
- \$25 credit for secret shopping per month.
- Additional compensation:
 - Industry education drop-in class (email follow-up required).
 - ADAPT will pay the CEU for specific certifications, webinars or training that aligns with job roles and is found to be valuable for staff to attend and bring back information.

How to apply:

Send an email to info@trainadapt.com with your resume and cover letter for this position. We will get back to you as soon as it is reviewed with next steps.